

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DOH07222969**

DATE POSTED: 03/03/22

POSITION NO: 949392

CLOSING DATE: **03/23/2022 by 5pm**

POSITION TITLE: **Administrative Assistant (S)**

DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral & Mental Health Services/Fort Defiance, Arizona

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ62A</u>
WORK HOURS: <u>40 hrs/week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>38,836.80</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>18.60</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Provides and coordinates administrative support duties; drafts various documents and correspondence for supervisor's review/signature; prepares requested reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable policies/procedures; establishes and maintains complex manual and/or automated filing systems; orients, monitors and oversees the work of support staff; evaluates office operations and recommends new or enhanced methods; assists in administrative problem solving, project planning and development and execution of stated goals and objectives.

Serves as technical support to professional staff by researching and compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to related work activities or projects; schedules, coordinates or assists with meetings, events, interviews, appointments, etc., including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence and timekeeping. Receives and reviews complaints and identifies and recommends an appropriate course of action; provides information to others requiring in-depth knowledge of work/department, programs and operations; provides information to others requiring interpretation of policies and procedures, rules and regulations; serves as liaison between the center and other internal and external entities; assesses users to ensure needs are met.

Initiates and maintains records of encumbrances and expenditures; reviews and prepares purchase requisitions and payment of invoices; collects and compiles statistical, financial and other information for special or periodic reports; requisitions supplies, equipment, printing, maintenance and other services; leads and trains subordinates; participate in hiring decisions and performance appraisal.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of office management/administrative support practices and procedures; knowledge of policies, practices, procedures and terminology appropriate to assigned function; knowledge of basic budgeting procedures and financial recordkeeping; knowledge of a variety of computer software, including word processing, database and spreadsheet applications; knowledge of supervisory methods and techniques; knowledge of budget preparation, monitoring and administration.

Skill in preparing a variety of records, reports, and correspondence using appropriate formats; skill in maintaining complex files and records; skill in following complex oral and written instructions, policies and procedures; skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals and typewriters; skill in verbal and written communications; skill in conducting research and preparing reports, documents and correspondence; skill in utilizing computer databases to research, maintain and update records and files; skill in applying judgment in the release of confidential information; skill in supervising, evaluating, training and motivating employees; skill in establishing and maintaining effective working relationships with others.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**